



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 1650.2D
N15
28 December 2000

COMSC INSTRUCTION 1650.2D

Subj: GUIDELINES FOR SUBMISSION OF PERSONAL AWARD
RECOMMENDATIONS

Ref: (a) SECNAVINST 1650.1F
(b) CNO Washington DC 130340Z OCT 00 (NAVADMIN 265/00)
(c) COMSC Washington DC 031200Z NOV 00 (ALMSC 040/00)
(d) SECNAVNOTE 1650 of 12 Apr 94
(e) CNO Washington DC 182152Z JUL 96 (NAVADMIN 173/96)

Encl: (1) Instructions for Completing OPNAV 1650/3, Personal Award
Recommendation
(2) Instructions for Completing Single Page Certificate/Citation for Navy and
Marine Corps Commendation and Achievement Medals
(3) Sample Flag Letter of Commendation
(4) Award Submission Checklist
(5) Award Criteria

1. Purpose. To promulgate Military Sealift Command (MSC) policies and procedures for submission of personal award recommendations.

2. Cancellation. COMSCINST 1650.2C. This instruction contains significant changes from previous policy and should be reviewed in its entirety.

3. Background. A most effective means of enhancing morale in a military organization is the prompt and just recognition of exceptional performers. Written recognition may take many forms, ranging from letters of appreciation to the award of personal decorations, but all forms of recognition are important and merit the continuing interest of all levels of command. MSC supports recognizing our outstanding servicemembers; however, it is important we do not dilute the criteria necessary for awarding personal decorations. While there is no intention to set quotas or other limitations on the number of awards that an individual may be awarded, the criteria of reference (a) must be rigidly applied.

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4. Policy

a. MSC receives a large quantity of award recommendations. It is essential that all recommendations be thoroughly reviewed for content and accuracy prior to submission. It is the responsibility of the submitting command to ensure these guidelines are met. Award submissions which do not meet the requirements of this instruction will be returned without action.

b. Commanding Officer's Navy and Marine Corps Achievement Medals (NAs). Awarded by a commanding officer for a specific achievement/action, the performance above and beyond the norm must be clearly substantiated by the content of the citation. An example would be: major inspections, installation of new equipment or other performance above their normal scope of duties. Temporary assignment to another department or division alone is not justification unless the individual's performance supports the award criteria.

c. Specific Achievement/Mid-tour Awards. Individuals who have performed several specific achievements during their tour should normally be afforded appropriate recognition upon completion of their tour. However, end of tour awards are not automatic. Sustained superior performance is required throughout the member's entire tour to support consideration. **AS PREVIOUSLY AWARDED ACCOMPLISHMENTS MAY NOT BE CITED IN AN END OF TOUR SUMMARY OF ACTION, MID-TOUR AWARDS MAY PRECLUDE AN END OF TOUR AWARD.**

d. Retirement and Separation Awards. Retirement/separation awards are an appropriate means of recognizing an individual's dedicated service to the country. However, this does not mean an award is given in every case. The criteria must be consistent. The retiree's service, especially the last tour of duty, should have been particularly dedicated and productive. The period of the award must only include specific achievements encompassing the member's last tour of duty and not the entire period of service.

e. All awards submitted to MSC will be reviewed by the MSC HQ Awards Board. The Board will ensure administrative accuracy and make recommendations to the Commander regarding approval of the award. To ensure the Board may promptly make a recommendation, commands submitting awards should conduct their own board and only submit awards for deserving individuals -- those who clearly performed above and beyond the scope of their duty. Additionally, copies of the citation(s) for awards (specific achievement/mid-tour) are required. The award level recommended should be substantiated in the Summary of Action.

5. Approval Authority

- a. Legion of Merit (LM): Chief of Naval Operations.
- b. Meritorious Service Medal (MM): Commander, Military Sealift Command.
- c. Navy Commendation Medal (NC): Commander, Military Sealift Command.
- d. Navy Achievement Medal (NA): MSC Commanders/Commanding Officers per references (b) and (c).
- e. Flag Letter of Commendation: Commander, Military Sealift Command.
- f. Letter of Commendation/Appreciation: MSC Commanders/Commanding Officers/Officers in Charge.

6. Preparation procedures. Award recommendations will be prepared and submitted for approval as addressed in the following subparagraphs. The Fleet Awards Program must be used when submitting recommendations. Additionally, commands shall include the proposed citation(s) in Microsoft Word 6.0. Both the Fleet Awards Program data and the citation file(s) should be submitted to MSC HQ via email and the appropriate Area Commander. Paper copies of award recommendations are not required to be submitted to MSCHQ.

- a. Processing Time. Award recommendations shall be submitted as follows:

<u>Award</u>	<u>Via</u>	<u>Processing Time</u>	<u>Approving Authority</u>
LM	AREA CDR CNO	120 days	SECNAV
MM	AREA CDR	45 days	MSC
NC	AREA CDR	45 days	MSC
NA		30 days	MSC Commanders/ Commanding Officers
Flag LOC	AREA CDR	30 days	MSC

Note: Processing days listed are those that are needed by COMSC HQ. Originating commands must take into account processing time required by award endorsees.

- b. Award submissions which cannot meet the processing time must include a “late letter” addressed to Commander, MSC, stating why the submission is late. Short notice orders are an example of an acceptable late submission. Administrative oversight is not.

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c. Single page certificate/citation for the Navy and Marine Corps Commendation Medals (NC):

(1) Commands submitting NC award recommendations to MSC must arrive 45 days prior to the desired presentation date.

(2) NC recommendations must be submitted using the new single page certificate/citation guidelines. Detailed instructions for preparing OPNAV 1650/3 and the new certificate/citation are provided, along with sample formats, in enclosures (1) and (2).

d. Military Outstanding Volunteer Service Medal (MOVSM). The MOVSM is intended to recognize exceptional community support over time and not a single act or achievement. It is also intended to honor direct support of community activities, with service being of a sustained long term nature. Reference (d) provides eligibility requirements for this award. Reference (e) delegated authority to any commanding officer or commander who has authority to approve the NA.

e. MSC Letters of Commendation (LOC). The proposed citation shall be well-written and clearly show the individual's superior performance. The citation shall be checked thoroughly for any spelling or grammatical errors prior to submission. Submit proposed citation electronically via the Area Commander, if applicable. A sample citation is provided in enclosure (3).

7. Action

a. All commands shall strictly adhere to the guidelines provided by this instruction. Prompt submission of awards following the action will ensure timely recognition of our outstanding personnel.

b. Area Commanders are to provide award program training to their respective MSC Offices to ensure program consistency, standards and compliance.

c. MSC Commanders/Commanding Officers are to ensure that a copy of the signed and dated citation for locally approved Navy Achievement Medals, along with a copy of the 1650/3 is forwarded directly to CNO-N09B33 for review to adherence to regulations, entry into the AIMS database system and forwarding for service record microfiche entry.

d. The management of the Awards Program will be an Item of Interest during MSC IG reviews of command's self-assessments.

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e. An award submission checklist and award criteria is provided in enclosures (4) and (5) to assist commands in preparing award recommendations.

8. Reports

a. For Navy Achievement Medals: MSC Commanders/Commanding Officers shall submit a monthly awards report no later than the 10th of the month to MSCHQ (N15) denoting the following:

ORIG CMD	DATE AWD SUBMITTED	TYPE OF AWARD	MBR'S RANK	MBR'S NAME	PERIOD OF AWARD	DATE AWARDED
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Note: Type of award denotes 'end of tour' or 'specific action'.

b. COMSC N15 will provide a bi-weekly report to all MSC Area and MPS/APSRON Commanders. This report will list all award recommendations that have been received by MSC, as well as approved awards that have been mailed to the awardee. The purpose of this report is to enable originators and intermediate commands to track receipt, approval/disapproval and presentation of award recommendations that have been submitted. Accordingly, paper copies of letters of transmittal will no longer be mailed to originators.

9. Forms. NAVSO 1650/12 (Navy and Marine Corps Achievement Medal Certificate S/N 0104-LF-019-2900) and NAVSO 1650/11 (Navy and Marine Corps Commendation Medal Certificate S/N 0104-LF-019-2800) are available in the Navy supply system using requisitioning procedures contained in NAVSUP P-2002D, Navy Stock List of Publications and Forms. An electronic version of OPNAV 1650/3 (1-94), Personal Award Recommendation is available on the MSC Headquarters Local Area Network (LAN). Other addressees may obtain the electronic version by forwarding a request to cheryl.miller@msc.navy.mil or nancy.barr@msc.navy.mil.

"Signed"

G. S. HOLDER

Distribution:

COMSCINST 5215.5

List I (Case A, B, C, D)

SNDL	41B	(MSC Area Commanders)
	41C	(NFAF East/West)
	41D	(MSC Offices)
	41E	(APMC)
	41J	(OICMILDEPTs)
	41K	(COMAPSRON FOUR)
	41L	(COMPSRONs)
	41M	(TAGOS Project Office & Det)

**INSTRUCTIONS FOR COMPLETING
PERSONAL AWARD RECOMMENDATION
(OPNAV 1650/3)**

This form is required for submission of the Legion of Merit, Meritorious Service Medal, and Navy and Marine Corps Commendation and Achievement Medals.

- From: Address of person listed in block 22.
- To: Appropriate awarding authority (see para 5).
- Block 1: Social Security Number: Self-explanatory.
- Block 2: Desig/NEC/MOS: Officer designator, Navy Enlisted Classification Code; if no code, put 0000. MOS is the Marine Corps Military Occupational Standard.
- Block 3: Name: Type the person's LAST name, first name, middle initial and any suffixes. If no middle name, use NMN.
- Block 4: Component: USN, USNR, USNR (TAR), USNR-R, USMC, OR USMCR.
- Block 5: Grade: Use authorized abbreviations: CAPT, CDR, LCDR, CWO4, YNCM, RMSA.
- Block 6: Warfare Designator: SW, AW, SS, SCW, EOD, SEAL, FMF.
- Block 7: UIC/RUC: This is the Unit Identification Code to which the person was/is assigned during the period of recommended award.
- Block 8: Recommended Award: LM, MM, NC, NA.
- Block 9: Specific Achievement: Self-explanatory.
- Block 10: Self-explanatory.
- Block 11: Number of award of recommended medal: First, Second, Third, etc. **Verify awards received. Incorrect awards are grounds for rejection.**
- Block 12: Action Date/Meritorious Period: Start and stop dates of period covered.

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- Block 13: Geographic Area of Action/Service: LANTFLT/CONUS, WESTPAC, MED, etc.
- Block 14: Expiration of Active Duty: For officers, "INDEFINITE" unless the officer is retiring or separating. In this case, use the retirement date or last day of active duty. For enlisted personnel, the member's expiration of active obligated service. **ENSURE YOU TYPE IN THE CEREMONY DATE.**
- Block 15: Estimated Detachment Date: The date the person is scheduled to depart the command, whether departing for PCS, retirement or terminal leave. Put an "X" in the appropriate box.
- Block 16: New Duty Station: SNDL authorized short title of the new duty station, UIC and full mailing address, including ZIP code. If retiring or leaving the service, type in their full home address, including ZIP code.
- Block 17: Unit at time of action/service: The unit to which the individual being recommended was assigned during the period covered by the proposed award.
- Block 18: Duty Assignment: Type in a one or two word general description of what the person was doing during the period of the award.
- Block 19: Previous Personal Decorations and period recognized (exclude Purple Heart and Combat Action Ribbon): Only decorations listed in Chapter 2 of reference (a) will be listed in this block. Good Conduct Medals are not considered personal decorations. Include the period covered for each personal award. **IF AN AWARD WAS PRESENTED IN THE SAME TIMEFRAME OF THIS AWARD, PROVIDE A COPY OF THE CITATION.**
- Block 20: Personal Awards Recommended - Not Yet Approved: Normally "NONE." Usually used for combat situations.
- Block 21: Other Personnel being Recommended for same Action: Normally "NONE."
- Block 22: Usually "known to me". In some cases, also "a matter of record". Name, Grade, Title of Originator: For awards submitted to MSC, this form must be signed electronically (i.e., //s//) by the Commanding Officer, Chief Staff Officer or Officer in Charge, as appropriate. Ensure that the Commander's name is typed in and the date signed is provided.

Block 23: Self-explanatory.

Block 24: Leave Blank.

Block 25: Summary of Action: A summary of action is required for awards submitted to MSC and higher for approval. The length is limited to the space provided. Emphasis should be on specific accomplishments/achievements of the individual that are clearly above and beyond normal duties. An opening and closing statement is no longer required. Bullet format is the recommended method of providing the justification. Each bullet should lead off with a verb, i.e., “authored, created, instituted, led, improved, initiated, etc...” Using statistics or percentages to show significant improvement over a previous period or inspection is highly recommended; include in the bullet the resulting action/impact. Avoid over using superlatives and general statements. If you are submitting an award not routinely awarded to an individual in their current position, spend more effort to justify the recommendation. It should be obvious to the reader that the justification provided supports the award recommended. For example: **“Created and instituted a plan of action and milestones to install new ADP equipment onboard USS SHIP. His/her efforts enabled the installation to be completed without a discrepancy, 2 weeks ahead of schedule and under budget.”**

NOTES:

- (1) There is no standard number of bullets required for a particular award. Sufficient justification should be provided to support the recommended award.
- (2) Provide copies of all previous award citations that a member has received during his/her tour onboard. Additionally, include a bullet in block 25 that clearly states the award received, and the action/achievement for which it was awarded. For example, “Received NA for his superior performance from May 1997 to Jul 1997 during Logistics Management Assessment (LMA) inspection.” This bullet is not justification for the award. It clearly delineates the recognition received by the member at the command.

**INSTRUCTIONS FOR COMPLETING SINGLE PAGE
CERTIFICATE/CITATION FOR
NAVY AND MARINE CORPS
COMMENDATION AND ACHIEVEMENT MEDALS**

The following are instructions for preparing the single page Navy and Marine Corps Commendation and Achievement Medal certificate/citations.

1. Page setup

- a. Format the page in landscape.
- b. Set the margins at 1 inch.
- c. Type in all caps, Courier New Font, 10 characters per inch. (12 pt/Word)

2. For subsequent awards, in parenthesis, type number of award in all caps (e.g., GOLD STAR IN LIEU OF THIRD AWARD) directly under the award title. This line should be centered within the margins.

3. The "TO" line

a. Type the rank/rate, followed by recipient's first name, middle initial, last name and component spelled out (e.g., CHIEF HOSPITAL CORPSMAN CHRISTOPHER L. MAYBERRY). This line is centered within the margins.

b. Type UNITED STATES NAVY or UNITED STATES NAVAL RESERVE, as appropriate, on the second line.

c. For Staff Corps officers, type their field directly after their name (e.g., LIEUTENANT NATHAN D. ADAMS, MEDICAL CORPS, UNITED STATES NAVAL RESERVE). For enlisted personnel who have qualified for one of the seven warfare designators: submarines, aviation warfare, surface warfare, seabee combat warfare, sea-air and land, explosive ordnance disposal or fleet marine force, type the designator(s) directly after the rate (e.g., YEOMAN FIRST CLASS (SURFACE WARFARE) NATHAN D. ADAMS, UNITED STATES NAVY). No other classifying designators should appear on the certificate.

4. The "FOR" Line: The award will consist of the new scaled-down citation using appropriate opening and closing sentences. The entire citation should be **no more than 8 1/2 lines total** to ensure all information is typed above the seal.

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a. NA: Opening, "For professional achievement. During the period _____ to _____, Petty Officer ***." Closing, "...**reflected credit** upon himself/herself and were in keeping with the highest traditions of the United States Naval Service."

b. NC: Opening, "For heroic achievement (or meritorious achievement) (or heroic service) (or meritorious service) while serving as ****." Closing, "...**reflected credit** upon himself/herself and were in keeping with the highest traditions of the United States Naval Service."

c. MM: Opening, "For outstanding meritorious achievement/service ***." Closing, "...**reflected great credit** upon himself/herself and upheld the highest traditions of the United States Naval Service."

d. LM: Opening, "For exceptionally meritorious conduct in the performance of outstanding service ***" Closing, "...**reflected great credit** upon himself/herself and upheld the highest traditions of the United States Naval Service."

NOTES:

(1) In the case of Marines, the closing will read, "...of the Marine Corps and the United States Naval Service."

(2) Additionally, the second to the last sentence for a retirement award should read "His superlative achievements have culminated a distinguished career of over years of loyal and faithful service to his country."

5. The "DATE" should be the date the award is approved and correspond with Block 24 of the OPNAV 1650/3. Use all caps, numeric numbers and abbreviate the month (e.g., 18TH AUG 95). If COMSC is the approving authority, then leave this blank.

6. The "SIGNATURE" line will contain the words "For the" typed directly in front of the "Secretary of the Navy." Try to match the font/element size as close as possible. On the next line, type the awarding authority's name and rank, U.S. Navy. On the next line, type the awarding authority's title. Abbreviate the rank and title only when necessary for space purposes but do not exceed three lines. The certificate must be signed by the awarding authority. This information is required on all certificates to ensure proper documentation and acceptance by NDBDM.

**SAMPLE CITATION FOR
FLAG LETTER OF COMMENDATION**

COMMANDER, MILITARY SEALIFT COMMAND TAKES PLEASURE IN
COMMENDING

**SENIOR CHIEF OPERATIONS SPECIALIST
JOHN B. DOE
UNITED STATES NAVY**

FOR SERVICE AS SET FORTH IN THE FOLLOWING
CITATION:

“FOR SUPERIOR PERFORMANCE AS TITLE IN COMMAND FROM
DAY/MONTH/YEAR TO DAY/MONTH/YEAR. THROUGHOUT THIS PERIOD,
RANK/RATE LAST NAME OUTSTANDING PERFORMANCE, DEDICATION TO
DUTY AND PERSONAL INVOLVEMENT IN COMMAND FUNCTIONS
CONTRIBUTED SIGNIFICANTLY TO THE MISSION OF THE COMMAND. HE/SHE
DESCRIBE ACTIONS. HE/SHE DESCRIBE ACTIONS. RANK/RATE LAST
NAME EXCEPTIONAL PROFESSIONAL ABILITY, INITIATIVE, AND LOYAL
DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF,
MILITARY SEALIFT COMMAND AND THE UNITED STATES NAVAL SERVICE.”

VICE ADMIRAL, U.S. NAVY

AWARD SUBMISSION CHECKLIST

1. _____ Award submitted within timeframe specified in paragraph 5. Is the correct awarding authority listed in the “TO” Block?
2. _____ If command-awarded NA, is the award based upon specific achievement of a superlative nature?
3. _____ Is the OPNAV 1650/3 **completely** filled in? (not required for Flag Letters of Commendation).
 - a. Ensure Block 11 indicates the correct number of the award. Use the servicemember’s service record for verification.
 - b. If end of tour award, does the period of award encompass entire tour? Block 12 of OPNAV 1650/3 **must** be from the date the servicemember reported to the date detached. The period of award should match throughout the award package, i.e., OPNAV 1650/3 and proposed citation.
 - c. Ensure Block 16 includes the **complete** address. If the service member is separating or retiring, include **complete** home/mailling address, even if presentation is desired prior to transfer, separation or retirement.
 - d. Include only personal awards in Block 19 (exclude Purple Heart and Combat Action Ribbon). SECNAVINST 1650.1F, Appendix C to Chapter 2, lists the authorized military decorations for this block.
 - e. Ensure the OPNAV 1650/3 is signed and that the date is **legible**. Use black or blue-black ink only for signature.
 - f. Is Summary of Action, Block 25, provided for all awards (except NAs) submitted to MSC and higher authority for approval/award? Does the justification provided clearly support sustained superior performance? **DO NOT INCLUDE JUSTIFICATION USED AS CRITERIA FOR A PREVIOUS AWARD DURING THE SAME PERIOD.** (For example: midtour NA) Include a copy of all previous award citations that a member has received during the tour.
4. _____ Are citations included for all awards, both specific achievement and mid-tour, awarded during the period of submission?

AWARD CRITERIA

1. During conditions of war, armed conflict or disaster operations, increased opportunity exists for individuals and units to perform heroically or to undertake responsibilities exceeding those which are normally expected of them. During periods of non-combat operations, the focus of the awards system should be on those individuals or units whose performance contributes significantly to improvements in combat readiness. Examples include: achievement in operational exercises, effective tactical innovation, winners of significant operational competitions, dramatic improvements in material readiness, innovative strategic planning or quality of life. Additionally, those individuals who were the primary contributors to such special accomplishments as winning the Golden Anchor, Engineering or other technical inspections, are potential candidates for consideration for an award.
2. Command-awarded NA should be for a specific achievement of a superlative nature. The achievement should be so significant that any other form of recognition, i.e., special eval, would not sufficiently recognize the member's performance.
3. The Navy and Marine Corps Achievement Medal is only awarded to LCDR and below. For professional achievement, the performance must clearly exceed that which is normally required or expected, considering the individual's grade or rate, training and experience. It must be an important contribution of benefit to the United States and the Naval service. For leadership achievement, the performance must be noteworthy, be sustained so as to demonstrate a high state of development and reflect most creditably on the efforts of the individual toward the accomplishment of the unit's mission. Superlative performance in the member's specialty is the thrust here.
4. The Navy and Marine Corps Commendation Medal may be awarded to any grade for acts of heroism, meritorious achievement or meritorious service. For meritorious achievement, the performance should be such as to constitute a definite contribution to the Naval service, such as an invention, or improvement in design, procedure or organization. For meritorious service, the performance should be well above that usually expected of an individual commensurate with his grade or rate, and above that degree of excellence which can be appropriately reflected in the individual's fitness report or personnel records. Involvement outside the individual's rate/rank separates NA from NC. Are they involved in command training teams or involved extensively in collateral duties? The summary of action should fully support both superior in-rate performance and command involvement.

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5. The Meritorious Service Medal may be awarded to any grade who has distinguished himself/herself by outstanding meritorious achievement or to that required for the Legion of Merit but in a duty of lesser responsibility. The MM is appropriate for O5 command and O6 non-command end of tour awards and O5 retirements. Span of responsibility considerations would also make some enlisted E9 retirements and end of tour awards appropriate.

6. The Legion of Merit may be awarded to any grade who distinguishes himself/herself by exceptionally meritorious conduct in performing outstanding service. Generally, the Legion of Merit will be awarded to officers in lesser commands at sea or principal commands on shore who have performed such exceptionally meritorious service as to justify the award of the Distinguished Service Medal except as to degree of merit. The LM is appropriate for O6 retirements and end of tour awards (usually for major command). It is typically not appropriate for O5 command end of tour awards.